



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185 [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)  
Town Clerk: K. Hughes

**This Council Meeting is open to the Public and Press**  
**Please notify the Officer or Chair if you wish to record the meeting**

7<sup>th</sup> March 2023

Dear Councillor

You are invited to attend a meeting of the **Arts & Culture Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Monday 13<sup>th</sup> March 2023** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

**K Hughes**  
Town Clerk

**Contact Officer:** Gemma Cumming, Arts & Culture Officer  
Direct line: 0118 974 0889 Email: [gcumming@wokingham-tc.gov.uk](mailto:gcumming@wokingham-tc.gov.uk)

## AGENDA

### 1 APOLOGIES FOR ABSENCE

### 2 MEMBERS' INTERESTS

To receive any declaration of interests from Members on the business about to be transacted.

### 3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The Chair to answer questions raised by members of the Council or public.

*This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send your questions to the Town Clerk at least three working days prior to the meeting.*

### 4 MINUTES OF PREVIOUS MEETINGS

To receive and resolve upon the Minutes of the proceedings at the meeting of this Committee held on 16<sup>th</sup> January 2023 (pages 16673 to 16674), copy attached, as a true and correct record.

### 5 MONITORING REPORT

To receive and consider the Monitoring Report dated 7<sup>th</sup> March 2023 (copy attached).

**6 COMMITTEE BUDGET**

To receive and consider the Committee's budget dated to 28<sup>th</sup> February 2023 (copy attached).

**7 TOWN HALL TABLETOP TAKEOVER**

To receive and consider a report on the Board Gaming event (copy attached).

**8 LUNAR NEW YEAR**

To receive and consider a report on the Lunar New Year event (copy attached).

**9 COMMITTEE INFORMATION**

- a) To receive information items raised by members.
- b) Identify any specific items for marketing purposes.

**Arts & Culture Committee:** Cllrs Jane Ainslie, Elizabeth Bishop, Philip Cunnington, Matteo Fumagalli, Sally Gurney (Chair), Peter Hornsby, Tim Lloyd, Morag Malvern and Abby Tebboth (Vice Chair).

*In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.*

*In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).*

## 16<sup>th</sup> January 2023 - Draft

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.31 to 20:20

### **PRESENT**

Chair: Cllr S Gurney

Councillors: J Ainslie, E Bishop, P Hornsby, T Lloyd, M Malvern and A Tebboth.

### **IN ATTENDANCE**

Arts and Culture Officer

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

There were apologies for absence from Cllrs P Cunnington and M Fumagalli.

### **MEMBERS' INTERESTS (Agenda Item 2)**

There were no declarations of interest.

### **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

There were no questions from members of the council or public.

### **ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)**

It was proposed by Cllr S Gurney and seconded by Cllr J Ainslie and it was

**RESOLVED  
30565**

that the Minutes of Arts and Culture Committee meeting held on 14<sup>th</sup> November 2022 (pages 16638 to 16640), copy attached, be received as a true and correct record.

### **MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 10th January was received and considered.

### **Erfstadt Panels**

The Arts and Culture Officer reported that the paintings had been scanned and the panels were being produced. It is estimated that the panels will be delivered around the end of the month and fitted asap afterwards.

### **Marketing**

It was reported that Cllr Bishop has been in touch to initiate a review on how we engage with residents of the under 30 demographic. The Arts and Culture Officer is identifying local 6th forms and colleges to engage with.

### **Science with Schools**

The Chair reminded Councillors to feedback any contacts in academia or industry that might be able to support our Science with Schools initiative.

### **Lunar New Year**

Councillors were reminded that Lunar New Year is on Sunday 29th Jan. Assistance for this event and spreading the marketing would be appreciated.

CHAIR'S INITIALS \_\_\_\_\_



**Board Gaming Event**

Councillors were reminded that this event will take place on Sunday 19th Feb. Assistance would be appreciated. Marketing for the event will be going out asap.

**COMMITTEE BUDGET (Agenda Item 6)**

The Arts and Culture Committee's budget dated to 30<sup>th</sup> November 2022 was received and noted.

**DRESSING THE CHRISTMAS TREE (Agenda Item 7)**

The Arts and Culture Officer was thanked for the report. The Committee was in agreement with the recommendation to explore other carol options with schools and Wokingham Choral Society.

**ACTION: ARTS AND CULTURE OFFICER**

**COMMITTEE INFORMATION (Agenda Item 8)**

There were no individual items from Committee.  
There were no specific Marketing requests.

**EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 9)**

It was proposed by Cllr Gurney and seconded by Cllr Tebboth and it was

**RESOLVED  
30566**

that in view of the confidential nature of the business about to be transacted i.e. commercial and financial it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

**PART II**

**CONCERT (Agenda Item 10)**

The tenders and report were received and considered. The Committee were in agreement that Company B should be discounted due to a lack of detailed and contextual information. Companies A and C were discussed and compared, noting that on scoring they were very close to each other.

Councillors were impressed with the level of thought and detail that had gone into Company C's tender, particularly aligning to WTC's key principles. However there was concern that the extensive discounting on Company C's tender may indicate a struggle to keep to the allocated budget. A substantial difference between costs allocated for performers was noted and significant concern that Company C had under-costed this aspect.

It was proposed by Cllr S Gurney and seconded by Cllr E Bishop and it was

**RESOLVED  
30567**

to accept the tender from Company A (Yes Events). Subject to the following.

- A discussion and change in the line up to better reflect gender balance.
- Being open to discussion on some areas identified in the scoring to require improvement.

**ACTION: ARTS AND CULTURE OFFICER**

**CHAIR**

CHAIR'S INITIALS \_\_\_\_\_



Monitoring Report: Arts & Culture

Date: 7<sup>th</sup> March 2023

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
26 <sup>th</sup> July 21	Erftstadt Panels	Arts and Culture Officer	Feb 2023	The Panels are now in place.
14 <sup>th</sup> Nov 22	Science with Schools	Arts and Culture Committee	March 2023	To pass on any possible contacts with Academia or Industry to support Science with Schools finding speakers.
	Lunar New Year	Arts and Culture Officer	Feb 2023	Agenda Item 8
	Board Gaming Event	Arts and Culture Officer	March 2023	Agenda Item 7
16 <sup>th</sup> Jan 23	Concert	Arts and Culture Officer		<p>As previously noted the event has been named 'Party in the Park', work is ongoing with the draft publicity materials that Officers will review.</p> <p>There were challenges with the line up, due to proximity to the event and other factors.</p> <p>The line up was agreed to be:</p> <p>Midnight Soul Sisters                      Majestix                      Vogue Madonna (+backing band and dancers)                      Wild Boys</p>

03/03/2023

## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2023

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Arts &amp; Culture</u>							
Book Festival Income	2,315	2,731	3,600	869			75.9%
Fun Day Income	0	230	150	(80)			153.3%
Board games income	0	248	1,000	752			24.8%
Arts & Culture :- Income	<b>2,315</b>	<b>3,209</b>	<b>4,750</b>	<b>1,541</b>			<b>67.6%</b>
Concert	0	53,251	54,220	969	43,251	(42,282)	178.0%
PRS Licence	121	0	600	600		600	0.0%
Book Festival	3,973	4,673	6,600	1,927	420	1,507	77.2%
Theatre in the Park	2,513	2,500	2,500	0	1,750	(1,750)	170.0%
Board Games event	23	98	1,000	902	100	803	19.8%
Sunny Saturdays	1,000	3,093	3,000	(93)		(93)	103.1%
Dressing the Christmas Tree	1,361	1,527	1,350	(177)		(177)	113.1%
Living Advent Calendar	1,087	175	1,100	925	175	750	31.8%
International Day	0	4,038	3,000	(1,038)	20	(1,058)	135.3%
Chalk about it	2,765	2,783	3,000	217	3,400	(3,183)	206.1%
Murals	0	4,553	6,000	1,447	1,950	(503)	108.4%
Fun Day	0	6,944	7,800	856	9,523	(8,667)	211.1%
Virtual Museum Upgrade	0	0	0	0	4,295	(4,295)	0.0%
Arts & Culture :- Indirect Expenditure	<b>12,842</b>	<b>83,636</b>	<b>90,170</b>	<b>6,534</b>	<b>64,884</b>	<b>(58,349)</b>	<b>164.7%</b>
<b>Net Income over Expenditure</b>	<b>(10,527)</b>	<b>(80,426)</b>	<b>(85,420)</b>	<b>(4,994)</b>			
Grand Totals:- Income	<b>2,315</b>	<b>3,209</b>	<b>4,750</b>	<b>1,541</b>			<b>67.6%</b>
Expenditure	<b>12,842</b>	<b>83,636</b>	<b>90,170</b>	<b>6,534</b>	<b>64,884</b>	<b>(58,349)</b>	<b>164.7%</b>
<b>Net Income over Expenditure</b>	<b>(10,527)</b>	<b>(80,426)</b>	<b>(85,420)</b>	<b>(4,994)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(10,527)</b>	<b>(80,426)</b>					



# Wokingham Town Council

## A&C Officer's Report 11/2022-23

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To: Arts and Culture Committee

Date: 24<sup>th</sup> February 2023

Subject: Board Gaming Event 2023

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### 1 REASON FOR REPORT

- 1.1 To advise the Committee on the 2023 Board Gaming Event titled "Town Hall Tabletop Takeover"

### 2 BACKGROUND

- 2.1 The event was initially suggested by the Committee of 2018/19 and budgeted in for the 2019/20 financial year.
- 2.2 The event commonly happens in February, on a weekend when enough experienced game volunteers are available.
- 2.3 Reading specialist game store, Eclectic Games, are our partner for the event. They attend for the opportunity to promote to the local area and to share their expertise and passion for Board Gaming. They were also able to sell copies of the on show games.
- 2.4 Shop volunteers and limited staff from a game distributor were sourced by Eclectic to run the on show games.
- 2.5 The event involves the usage of the entire Town Hall.
- 2.6 It was agreed that there should be a charge for this event. The charge was set to be in line with other similar events, and was set at £4 a ticket.
- 2.7 An aim was to place an event in a period of time where we didn't currently have much provision. February was chosen to fit with this, while also being after the first post-Christmas pay day.
- 2.8 Another aim was to put on an event that might attract more teenagers and young adults.

### 3 THE EVENT

- 3.1 Tickets sales went well, with over half sold before the end of the early bird period and the rest sold out by event day.
- 3.2 This is an improvement over last year where ticket sales were sluggish. It is known that many people often wait till the last minute to book for ticketed events, the early bird offer did seem to encourage early booking which helped for us to know if it was a desired event.
- 3.3 Direct feedback indicates that it was very well enjoyed and they would like to see it run again. Later this year if possible. A date in October has been identified as available for the Town Hall. We are awaiting to see if it is doable by Eclectic. However a final agreement to run will be in discussion about workload with the Town Clerk. October and September are

both busy months for WTC, and November is too late for Eclectic as they are in full Christmas mode.

- 3.4 Weekday dates were discussed, however as the event requires very specific support, often from volunteers, week days are not possible.
- 3.5 It was noted that there were lots of families attending. The majority with children between the ages of approx. 8 to 12. However there were also some teenagers with parents and adults aged around 20 – 35.
- 3.6 Of the families attending there did seem to be a lean toward multigenerational gaming families.
- 3.7 60 at one time seems to be the max capacity for this event. We could fit more people in but they would then struggle to hear each other. Additionally, feedback indicates that the demonstrator led games are a vital part of the experience, more tables will require more games and thus more volunteers.
- 3.8 Most attendees quoted Facebook and word of mouth as where they heard out about it. We also supplied a press release, flyers, posters and a banner. Schools were emailed and Wokingham Borough Council picked it up as well to share.
- 3.9 Many thanks to the Councilors who attended, they were particularly useful in helping to get ticket holders organized and to the right place at the right time.

#### **4 FINANCIAL IMPLICATIONS AND OTHER COSTS**

- 4.1 Income from ticket sales approx. £235 after VAT
- 4.2 Expenditure is approx. £234
- 4.3 We aim to make this a cost neutral event.

#### **5 RECOMMENDATIONS**

- 5.1 That the Committee continue to support such an event.
- 5.2 The Committee consider whether two events in one year is something to pursue.

Gemma Cumming  
Arts & Culture Officer





# Wokingham Town Council

## A&C Officer's Report 12/2022-23

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To: Arts and Culture Committee

Date: 24<sup>th</sup> February 2023

Subject: Lunar New Year 2023

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### 1 REASON FOR REPORT

- 1.1 To advise the Committee on the 2023 Lunar New Year event.
- 1.2 To consider a way forward for the event.

### 2 BACKGROUND

- 2.1 The event was initially suggested by the Town Clerk and other Councillors who had connections with the local Hong Kong community.

As there was a budget for an International Day, however as yet no buy in by other diasporic communities locally, and interest shown by organisations and members of the Hong Kong community locally it was agreed to trial a Lunar New Year event.

- 2.2 We were advised to call the event Lunar New Year rather than Chinese New Year, as many other East and South-East Asian countries celebrate this event, not just the Chinese community.
- 2.3 The event aim was to recognize and celebrate the Lunar New Year in a respectful manner, for the local diasporic communities that traditionally celebrate it, as well as the other residents of the Town.

### 3 THE EVENT

- 3.1 As a new event it was fragile, as we were working with many groups new to us. Groups with whom we didn't have an established relationship. Nor could we evidence exactly how popular this event would be.
- 3.2 There are significant costs associated with the performances. After research it was notable that acts all command a professional fee. It was challenging to provide performances as well as the needed infrastructure within the allocated budget.
- 3.3 We were lucky to find a nearby organization that had been working with and had many volunteers within their local Hong Kong community to provide traditional crafts and fun activities such as facepainting and balloon modeling.
- 3.4 We were also supported by 'morearts.' who brought a 'hands on arts tent' to make rabbit masks.
- 3.5 Food traders were also challenging. We chose to reflect cuisine generally from the part of the world where many cultures celebrate Lunar New Year. Our regular food traders were keen to come however new traders were more challenging. Of the 10 approached and who expressed an interest, in the end four made it to the event. The Officer does believe however

that if we were to do this again it would be easier to attract and keep more traders.

- 3.6 We were very grateful to have the support from members of the Hong Kong community to proof and translate marketing materials. Ensuring that some elements had a Chinese translation as well as an English one and making sure we were being culturally appropriate with the imagery used.
- 3.7 The event was exceptionally well received for a first event. It is estimated that during the Lion dance there were approximately 2000 people in the Market Place. At this time it was dangerously busy, especially with the road nearby. Outside of the lion dance it was not as busy and would not have been classed as dangerous, however there were still very long queues for all food and activities and potential for problems beyond the ability of the number of staff and Councillors in attendance. Officers recognize that the event in it's current form cannot take place again due to the dangers posed by it's overwhelming success. To take place again work must be done to mitigate these dangers.

#### **4 FINANCIAL IMPLICATIONS AND OTHER COSTS**

- 4.1 Expenditure is approx. £4043 which is £1050 over the budget.
- 4.2 This budget was initially anticipated to be for an International Day event, with a wider scope of stalls and not as big a need for performance as Lunar New Year needed. International day was also an untested event with little knowledge in advance to assist with reasonable budget setting.
- 4.3 To expand this next year an in-year budget request will be required. This was anticipated during last years budget setting, however until the event happened we could not be sure of what scale.

#### **5 FUTURE CONSIDERATIONS**

- 5.1 Changes to the event have been considered. Both to increase the available space and improve the safety of the Market Place, and moving the event in full to Elms Field. Both options are being costed however as yet we don't have enough information to make an informed choice with costs associated.
- 5.2 There is a list of identified changes to improve the event regardless of location being investigated, including; higher and larger stage, First Aid point, trained stewards, a second opportunity to see the Lion Dance, more food stalls and more children's activities.
- 5.3 The Market Place is anticipated to be the preferred location because;
  - 5.3.1 The Town Hall offers much needed infrastructure, which would have to be replicated on Elms Field at a cost.
  - 5.3.2 Power for the event can come from the Market Place inbuilt electrical supply. On Elms field we are advised that it would require generators.
  - 5.3.3 The Lion will not dance on grass/mud, thus extra hard standing must be added at additional cost.
  - 5.3.4 If wet, which is likely at this time of year, Elms Field would be more likely to result in an event cancellation due to poor weather.
  - 5.3.5 The Market Place with the road closed doubles the usable space, and should allow for the Lion to dance amongst the crowd.
- 5.4 It is anticipated to bring a fully detailed and costed proposal to the first meeting of the new Committee. However as they will be a new Council and a new Committee, the advice of the existing one would be very valuable.

- 5.5 With the success of this event there have been indications that other ethnic groups in Wokingham would like to have a similar event/celebrate a significant date. None have yet to formally approach us however in anticipation of this the Committee should consider:
- 5.5.1 Should it celebrate Lunar New Year every year, or look to alternate with other ethnic group holidays? Does this give the right message?
  - 5.5.2 Do we have the budget to celebrate both Lunar New Year and other cultural holidays, should we be approached to do so? It should also be noted that the budget for one event may not be suitable for other cultural events.
  - 5.5.3 Do we have the staff time or resources to add new significant events into the calendar. Especially as these events may happen around already busy times of the year.

## **6 RECOMMENDATIONS**

- 6.1 That current Committee provide advice to the future Committee based on their experience of this year's event.

Gemma Cumming  
Arts & Culture Officer